

Labor Schedules

PURPOSE

Use this procedure to adjust the schedule lines of an employee.

TRIGGER

Perform this procedure when an employee changes positions, jobs, or accounts for pay purposes.

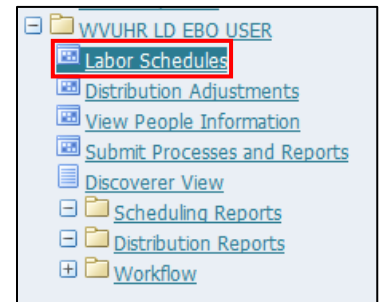
ASSISTANCE

If you need assistance, please report your issue to the Self Service Help Desk:

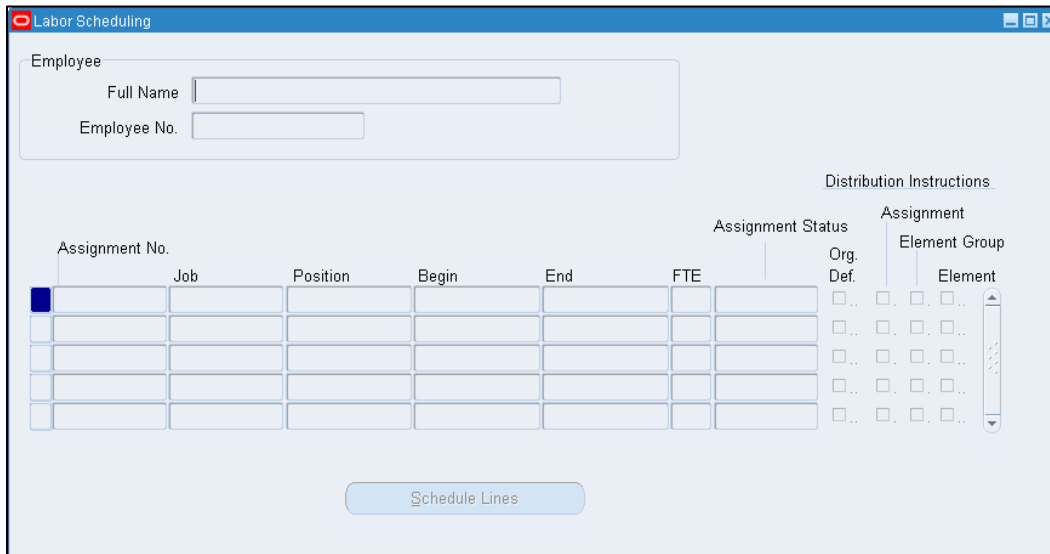
- <http://it.wvu.edu/support/service-desk/selfservice>

PROCEDURE

1. From the MAP³ Main Menu, click on the **WVUHR LD EBO USER** responsibility to open the folder.
2. Click on the **Labor Schedules** link. The **Labor Schedules** form will open in a new window.



Labor Scheduling

A screenshot of the 'Labor Scheduling' form. At the top, there are input fields for 'Full Name' and 'Employee No.'. Below this is a table for 'Distribution Instructions'. The table has columns for 'Assignment No.', 'Job', 'Position', 'Begin', 'End', 'FTE', 'Assignment Status', 'Org. Def.', 'Element Group', and 'Element'. The first row of the table is highlighted in blue. At the bottom of the form, there is a 'Schedule Lines' button.

Assignment No.	Job	Position	Begin	End	FTE	Assignment Status	Org. Def.	Element Group	Element

3. To start a query for a person, press **F11** on your keyboard, or select **View** from the menu bar and click **Query By Example > Enter**. Fields will change color.

The screenshot shows a window titled "Labor Scheduling" with a form for entering employee information. The form has two input fields: "Full Name" and "Employee No.".

4. Complete the following fields:

Field Name	Description
<i>Full Name</i>	Enter the employee’s full name in the format: Last, First, M., or enter a partial name and use the % as a wildcard. Example: Trainer%
<i>Employee No.</i>	Enter the employee’s primary assignment number. Example: 27869

5. To run your query for a person, press **Ctrl+F11**, or select **View** from the menu bar and click on **Query By Example > Run**.

The screenshot shows the "Labor Scheduling" application with the search criteria "Trainer, Jodie T" and "69990" entered. Below the search fields is a table of assignment lines. The table has columns for Assignment No., Job, Position, Begin, End, FTE, Assignment Status, Org. Def., and Element Group. The row for assignment number 69990-7 is highlighted. Below the table is a button labeled "Schedule Lines" which is highlighted with a red box.

Assignment No.	Job	Position	Begin	End	FTE	Assignment Status	Org. Def.	Element Group
69990-5	FN.Lecturer.Vi	Visiting Lecture	01-JAN-2005	31-OCT-2009		End	<input type="checkbox"/>	<input type="checkbox"/>
69990-6	MT.Bus Spec.	Program Speciz	05-DEC-2005	15-SEP-2006		End	<input type="checkbox"/>	<input type="checkbox"/>
69990-7	AP.Technologi	Instructional Te	05-JUL-2006			Active Assignm	<input checked="" type="checkbox"/>	<input type="checkbox"/>
69990	ST.Student Wr	Student Worker	31-JAN-2000	01-OCT-2000		End	<input type="checkbox"/>	<input type="checkbox"/>
69990-2	ST.Student Wr	Student Worker	03-APR-2000	01-OCT-2000		End	<input type="checkbox"/>	<input type="checkbox"/>

If there is more than one employee that matches your search string (i.e., same last name) press the down-arrow on your keyboard to view the next employee in the results. Continue to press the down-arrow key until the correct employee displays.

- Click on a row to edit (if there are multiple lines). Each line represents a different assignment; note the different *Assignment No.* and differing *Begin* and *End* dates for each. Any current assignments will show **Active Assignment** in the *Assignment Status* column.
- Click the **Schedule Lines** button to make adjustments.

8. Perform one of the following:

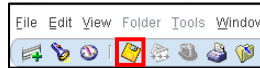
If	Then
<i>You want to end-date a schedule line</i> (If the position will end, or the funding source will be changed)	Continue to Step 9.
<i>You want to add an element</i> (If a new special pay element needs to be added)	Continue to Step 11.
<i>You want to add a new schedule line</i> (If a new funding source will replace one that you end-dated)	Continue to Step 15.

End-Date a Schedule Line

9. Complete the following field:

Field Name	Description
<i>End Date</i>	This is the last day of the assignment. You may type the date in the Oracle format, or click the LOV button to select a date from the calendar. Example: 30-SEP-2014

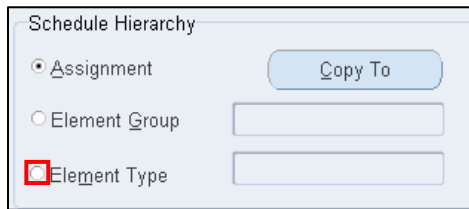
GL Account	Project	Start Date	End Date	%
11.778050001.1110045		16-JUN-2014	30-SEP-2014...	100
11.140050001.1110045		01-NOV-2013	15-JUN-2014	100
11.140050001.1110003		16-JUN-2012	31-OCT-2013	100
11.140020001.1110003		16-JUN-2011	15-JUN-2012	100



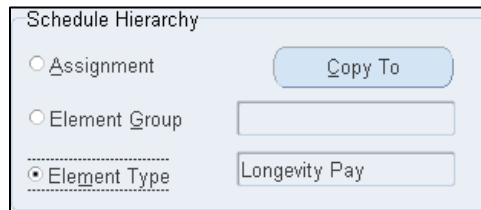
- 10. Click the **Save** icon (yellow diskette) on the tool bar. The system will display the message, “Transaction complete: applied records saved.” You have completed this task.

Add a New Element

- 11. Click on the **Element Type** radio button in the *Schedule Hierarchy* area. You will notice it does not show that it is selected.

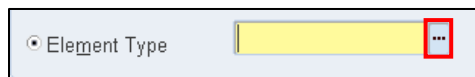


- a. Press the **down-arrow** on your keyboard to activate the Element Type field.

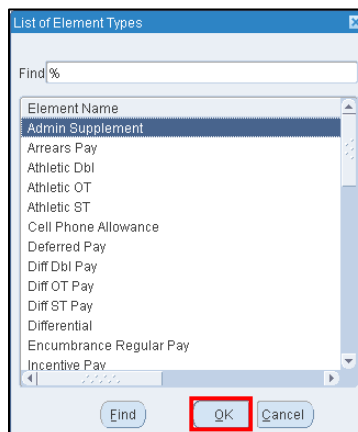


- 12. Press the **down-arrow** again to view the current Element Types currently associated with this assignment. In order to add a new element type:

- b. **Down-arrow** until you get a blank box.
- c. Click on the **Element Type radio button** again to make the field change color.
- d. Click **in the field** to type an entry or click the LOV button to choose from the List of Values.



- 13. Choose an element type from the list, and click **OK**.



14. Click the **Save** icon (yellow diskette) on the tool bar. The system will display the message, “Transaction complete: applied records saved.” You have completed this task.


Add a New Schedule Line

15. To enter a new schedule line, click in the **GL Account** field on the next (blank) line.

The screenshot shows the 'Schedule Lines' window for employee Jodie T. Trainer (Employee No. 69990). The 'Assignment' section shows '69990-7' with 'FTE' and 'Payroll' (Semi-Month) fields. The 'Schedule Hierarchy' section has 'Assignment' selected. Below is a table of schedule lines:

GL Account	Project	Start Date	End Date	%
11.778050001.1110045		16-JUN-2014	01-OCT-2014	100
...				
11.140050001.1110045		01-NOV-2013	15-JUN-2014	100
11.140050001.1110003		16-JUN-2012	31-OCT-2013	100

Buttons at the bottom include 'Refresh Display', 'Schedule Summary', 'Monthly Summary', and 'Payroll Period'.

If there are multiple schedule lines, click the **Add Row** button (green plus) on the menu bar to add a blank line for the new schedule line. 


- a. Then click on the **LOV button** to view the *WVU Accounting Flexfield*.

The 'WVU ACCOUNTING FLEXFIELD' dialog box contains the following fields:

- CAMPUS:
- DEPARTMENTAL ACTIVITY:
- FUND:
- LINE ITEM:
- FUNCTION:
- PROJECT: DEFAULT PROJECT

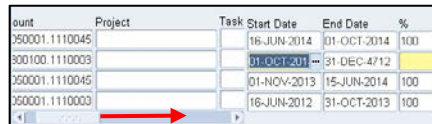
Buttons at the bottom include 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'. The 'OK' button is highlighted with a red box.

16. Enter an accounting string that will be associated with the new schedule line by completing the following fields:

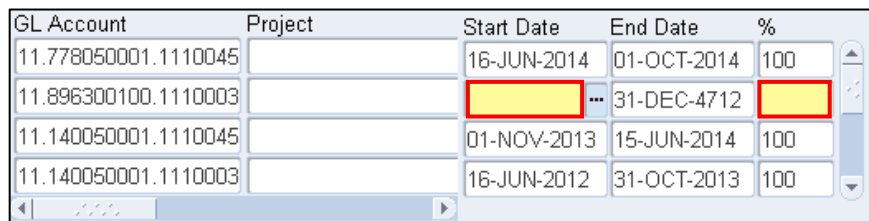
Field Name	Description
<i>Campus</i>	Identifies which WVU campus is purchasing the item Example: 11
<i>Departmental Activity</i>	Identifies campus unit with expenditure control Example: 371010001
<i>Fund</i>	Identifies ownership of assets, liabilities, and fund balance as opposed to expenditure authority Example: 11100458
<i>Line Item</i>	Classifies activity for accounting and budgeting purposes Example: 5410301
<i>Function</i>	Classifies purpose of purchase for reporting purposes Example: 101
<i>Project</i>	Identifies a sponsored agreement purchasing the goods/services Example: 99999999  When a sponsored agreement is not paying for the purchase, then the Project field contains the default, 99999999.

17. Click **OK** after entering the account information.

If the schedule line is for a grant or project, complete the Project, Task, Award, Organization, and Exp. Type fields, instead. Use the scroll-bar to view the project fields.



aunt	Project	Task	Start Date	End Date	%
350001.1110045			16-JUN-2014	01-OCT-2014	100
300100.1110003			01-OCT-2013	31-DEC-4712	100
350001.1110045			01-NOV-2013	15-JUN-2014	100
350001.1110003			16-JUN-2012	31-OCT-2013	100



GL Account	Project	Start Date	End Date	%
11.778050001.1110045		16-JUN-2014	01-OCT-2014	100
11.896300100.1110003			31-DEC-4712	
11.140050001.1110045		01-NOV-2013	15-JUN-2014	100
11.140050001.1110003		16-JUN-2012	31-OCT-2013	100

18. Complete the following fields:

Field Name	Description
<i>Start Date</i>	Beginning date of the assignment. Example: 01-OCT-2014
<i>Percentage</i>	Enter the % of the schedule line that is being funded by the GL or POETA account. Example: 100

The *End Date* field will automatically populate with the 31st of December in the year 4712. This is the furthest possible date in the MAP system and represents an ‘indefinite’ end-date. After saving, this field will display as blank – no end date.

Employee
 Full Name: Trainer, Jodie T
 Employee No.: 69990

Assignment
 Assignment: 69990-7 FTE:
 Org.: Information Technology Payroll: Semi-Month
 Begin: 05-JUL-2006 End:
 Status: Active Assignment

Schedule Hierarchy
 Assignment
 Element Group
 Element Type

GL Account	Project	Start Date	End Date	%
11.778050001.1110045		16-JUN-2014	30-SEP-2014	100
11.896300100.1110003		01-OCT-2014	31-DEC-4712	100
11.140050001.1110045		01-NOV-2013	15-JUN-2014	100
11.140050001.1110003		16-JUN-2012	31-OCT-2013	100

Default Account:
 Totals:

19. Click **Refresh Display** to see the schedule lines re-ordered with the most recent at the top.

GL Account	Project	Start Date	End Date	%
11.896300100.1110003		01-OCT-2014		100
11.778050001.1110045		16-JUN-2014	30-SEP-2014	100
11.140050001.1110045		01-NOV-2013	15-JUN-2014	100
11.140050001.1110003		16-JUN-2012	31-OCT-2013	100

20. Click the **Save** icon on the tool bar to save your changes. The system will display the message, “Transaction complete: applied records saved.” You have completed this task.